

ENGINEERING AIDE

GENERAL STATEMENT OF DUTIES:

A sub-professional, technical position involving moderately complex office and field activities related to civil engineering. Work involves data gathering, report writing, estimating construction costs, and inspecting construction projects.

SUPERVISION RECEIVED:

Work is performed under the general direction of a department head or an employee of higher grade.

TYPICAL EXAMPLES OF WORK:

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Data Entry;
- Record Filing;
- Inspect right-of-way permits;
- Inspecting sidewalks;
- Sending out mailers;
- Putting up door hanger notifications;
- Collecting field data;
- Taking file notes and making field sketches;
- Compute areas and prepare field data; and
- Perform related work as required.

REQUIRED QUALIFICATIONS FOR EMPLOYMENT:

- Proficient experience using Microsoft Office:
 - Outlook
 - Word
 - Excel
 - Access
- Knowledge of the terms used in surveying and engineering.
- Knowledge of the care of engineering instruments.

- Ability to read and interpret simple plans and specifications.
- Ability to work effectively with the general public and other employees.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Completion of two years in a recognized college or university in civil engineering or graduation from an accredited high school.

DESIRABLE QUALIFICATIONS:

- Surveying
- Knowledge of blueprinting, mimeographing, photostating, and other similar methods of reproducing plans and data.
- Reasonable skill in the use of drafting instruments.
- Ability to draw maps, graphs, charts, or specifications.
- Perform a variety of drafting and preparing data for the field or for the use of the office engineers.
- Make profiles and amps; apply tinting; make changes and corrections on maps.
- Compute bearings, angles, distance and areas.
- Make office computations in reducing and plotting field notes on surveys.
- Operate a level or transit; run lines and grades; take levels and cross-sections; read angles, set grade stakes; set instruments and make various arithmetical calculations.
- Knowledge of the work of rod and chainmen.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; drive; and climb stairs.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.